

## Filing a Complaint

Michigan Department of Education Office of Special Education and Early Intervention Services 608 West Allegan Street Lansing, Michigan 48909 Telephone: (517)373-2979

Toll Free: (888)320-8384 Fax: (517)373-7504

**INSTRUCTIONS:** Complete this form and mail, fax, or hand deliver it to the school district <u>and</u> the Office of Special Education and Early Intervention Services. The use of this form is not required. It is provided to assist in filing a valid State Complaint.

\*COMPLAINANT INFORMATION

*Name:		*Date:				
*Address:		*Telephone Number:				
		E-mail address:				
STUDENT INFORMATION (if Applicable)						
*Name of Student:			Age:	Date of Birth:	Grade:	
*Address of Student (or contact information if student is homeless):	*City:		*Zip Code:			
Name of Parent or Guardian (if other than person filing complaint):  Resident Dist		Resident District:	:			
*SCHOOL INFORMATION						
*Name of School Student Attends:		*Name of District Complaint is Filed Against:				
*STATEMENT OF VIOLATION						
Provide a statement alleging that the school has violated a requirement of Michigan or Federal law. You are not required to specify what law was violated, but you must explain why you feel the school has not complied. Example: "The teacher is not following my child's IEP." (Attach additional pages as necessary.)						

*FACTS RELATED TO THE ALLEGATION				
Based on your statement of violation, please include the facts relevant to the alleged violation(s). Include all important facts in this description. Example: "On October 24 <sup>th</sup> , my child was not allowed extra time on his history exam." (Attach additional pages as necessary.)				
*PROPOSED RESOLUTION				
Briefly explain how you would like the problem to be solved. (Attach additional pages as necessary.)				
MEDIATION				
The school district/agency and the complainant are encouraged to attempt resolution through mediation or an informal dispute resolution process. For information about no cost mediation or dispute resolution see the Complaint Procedures or contact the Michigan Special Education Mediation Program at (800)RESOLVE or <a href="https://www.cenmi.org/msemp">www.cenmi.org/msemp</a> .				
Are you interested in mediation or informal resolution to try to resolve the complaint? $\Box$ Yes $\Box$ No				
Would you like more written information about mediation? ☐ Yes ☐ No				
Would you like to talk to another parent about mediation? ☐ Yes ☐ No				
Printed Name *Signature Date				

NOTE: \* indicates required information. Requests received without all required information will NOT be processed. A copy of the complaint must be given to both the Office of Special Education and Early Intervention Services <u>and</u> the district before the State Complaint is considered filed and can be investigated.